



# PlicElements User's Manual

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*PlicElements is a high-speed-low-drag web application used by Professional Photographers and/or Studios to upload and prepare class/school composites to participating labs for processing. Simply upload your images and data to the PhotoLynx Image Cloud, log into the PlicElements website with your credentials and drag and drop your images to arrange accordingly on your composite. You also have the ability submit directly to your lab and view the status of your order directly from the website.*



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## Getting Started

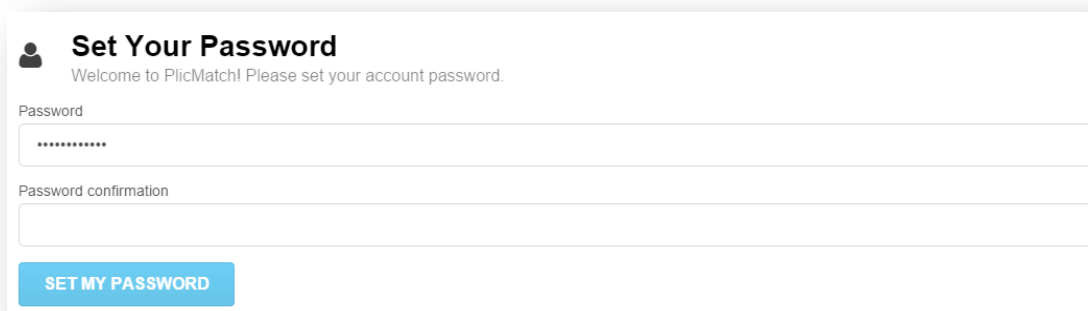
You will receive an email from [alerts@plichelements.com](mailto:alerts@plichelements.com) stating your lab has created an account for you on PlicElements. Click the *Accept Invitation* link to take you to the registration site. Your account will not be created until you access this link and set your password.

**Note:** A quality internet connection is required to download completed composites for processing. We recommend being connected to the internet via hardwire, rather than through a wireless connection, to ensure accuracy of your orders.

## Set Your Password

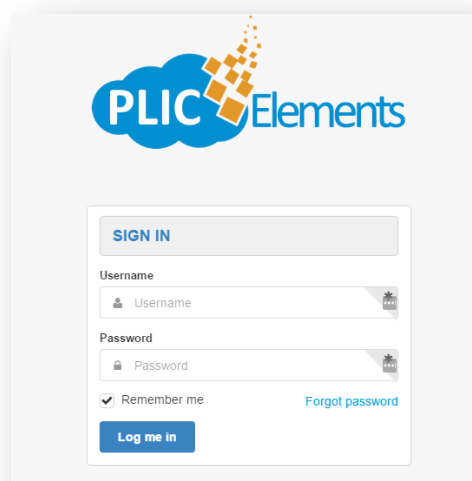
The very first thing you will need to do is set up a password. Once you've entered a unique password, click the blue *Set My Password* button.

**Note:** Keep a note of your password somewhere. We do not have access to look up any password information for you.



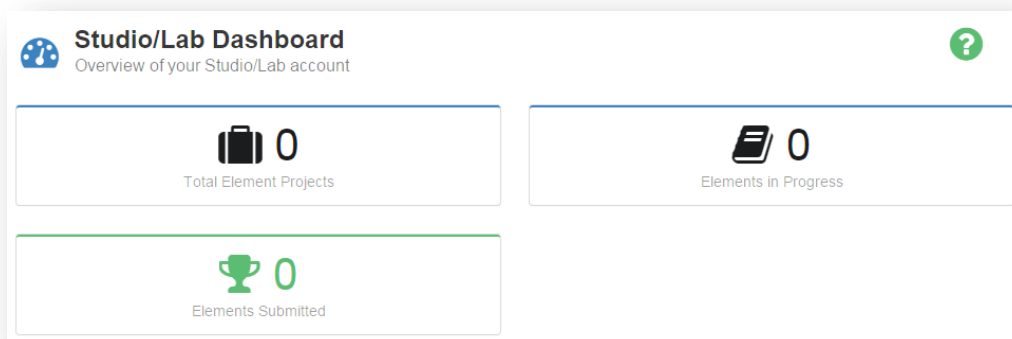
## Log In

After you have your account set up, you can log into your PlicElements account by going to <http://www.plichelements.com> and entering your email address as your username and password that was used when you set up your account. You can also select for PlicElements to *Remember Me* and it will auto fill your username information.



## Studio/Lab Dashboard

The main screen that will open every time you log into PlicElements is your *Studio/Lab Dashboard*. Here you will see a summary of stats for your account, including your total number of projects, how many projects re in progress and how many elements have been submitted. To get a quick overview of the program, click the green question mark in the top right hand corner.

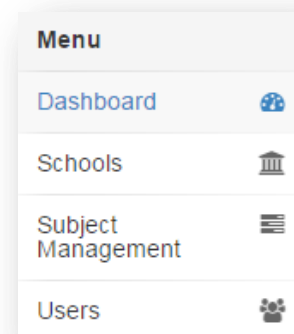


## Menu Options

To the left of your *Studio/Lab Dashboard* you will see both your *Menu* and your *Studio/Lab Menu*. Here you can access different sections of the program with just a click of a button.

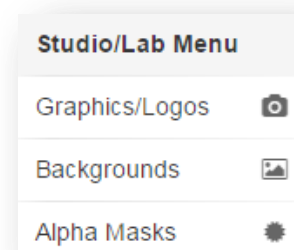
### Menu

- **Dashboard** – this will bring you to your main *Studio/Lab Dashboard* screen
- **Schools** – this will take you to the screen where you can see all the schools you have created or are working on composites for
- **Subject Management** – this will take you to the screen where you can [manage your subject's information](#) on your composites
- **Users** – This will take you to the screen where you can add/edit different [user accounts](#)



### Studio/Lab Menu

- **Graphics/Logos** – this will take you to the screen to upload different [graphics and logos](#) to use on your composites
- **Backgrounds** – this will take you to the screen to upload different [backgrounds](#) to use on your composites
- **Alpha Masks** – this will take you to the screen where you can upload different masks you can use on your composites

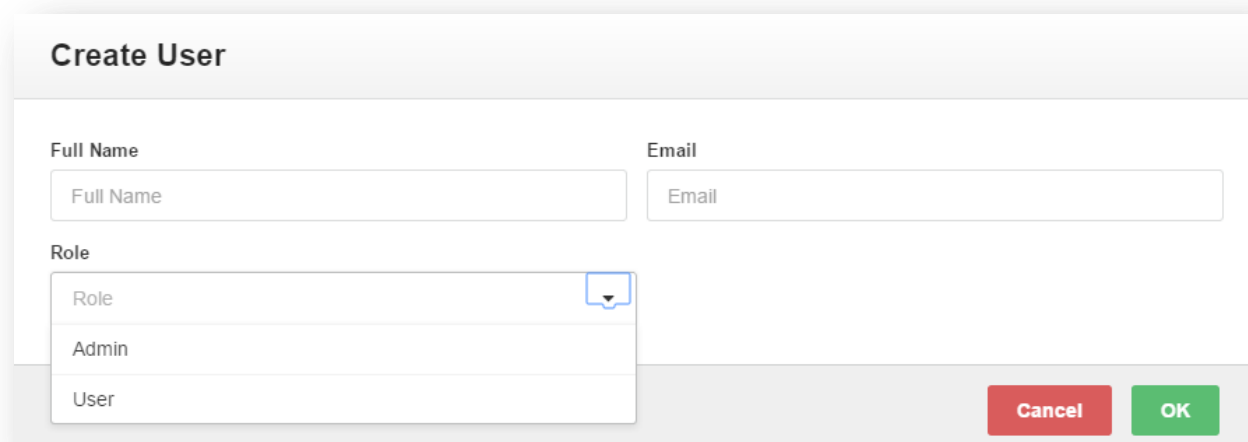


## Users

By default, your user will be the only user listed under the *Users* menu. To create more users, click the green *Create User* button. Completely fill out the new user's information including their *Full Name* and *Email* address. You then must choose a *Role* for this user. These roles are:



1. **Admin** – Can view and edit projects as well as create and edit users
2. **User** – Can view and edit projects

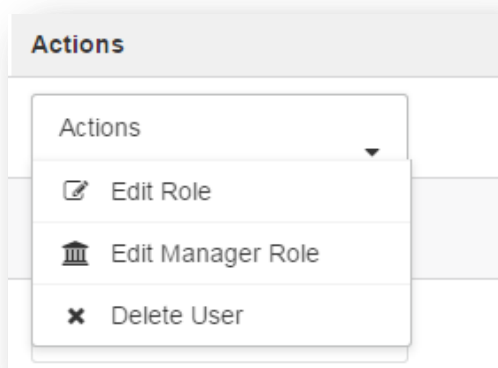


The 'Create User' form is a light gray dialog box. It has a title bar 'Create User'. Inside, there are two input fields: 'Full Name' and 'Email'. Below these is a 'Role' dropdown menu with a blue border and a downward arrow. The dropdown is open, showing 'Role' at the top, followed by 'Admin' and 'User'. At the bottom right of the form are two buttons: 'Cancel' (red) and 'OK' (green).

## User Actions

Once your users are created, you have different action options you can apply if necessary. Click the drop down under *Actions* next to your user name to select the appropriate action for this user. Your options are:

1. **Edit Role** – use this option to change the user's role to either *Admin* or *User*
2. **Edit Manager Role** – use this option to allow the user to manage sub-organizations of the projects
3. **Delete User** – use this option to delete the user from PlicElements

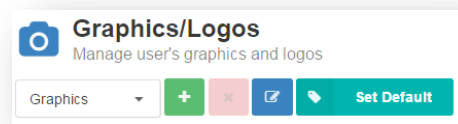


## Add Graphics/Logos

If your school would like a specific graphic or logo on their composite, you can upload these on the *Graphics/Logos* menu.

1. Press the green *Select File(s)* or *Select Folder* button
2. Browse out to select your graphic or folder of graphics you wish to upload and press the green *Start Uploading* button.
3. You will get a notification letting you know your files have been uploaded.

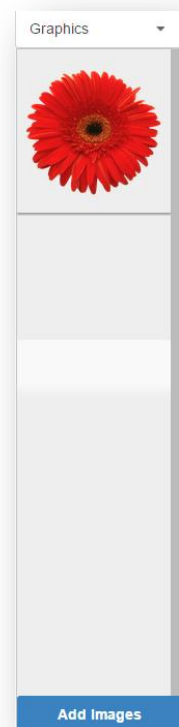
To create a *Sub-Album* inside your graphics selection, press the green plus sign before uploading. Press the blue *Edit* button to edit the name of the *sub-folder*. Press the red X button to delete. To set a specific set of sub-folders as the default, press the teal *Set Default* button.



*You can also upload your graphics from your element page.*

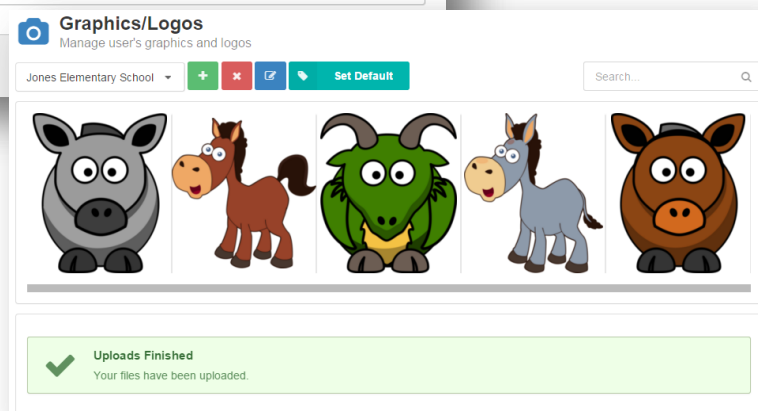
1. From your *Graphics* menu on the top right hand side of your screen, select the blue *Add Images* button
2. Browse out to select your image(s) you wish to upload and press the green *Start Uploading* button.
3. You will get a notification letting you know your files have been uploaded.

To search for a specific graphic, type in the keyword for this graphic in the search field in the top right hand corner of your *Graphics/Logos* menu, or by typing in the search menu of your graphics drop down on your element page.



### Create A Sub-Album

Album Name



## Add Backgrounds

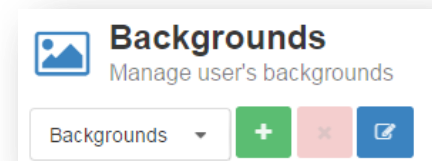
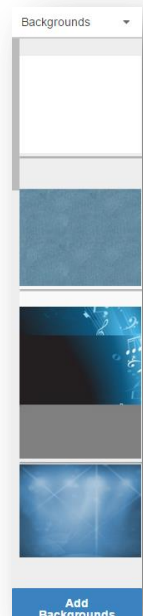
If your school would like a specific background on their composite, you can upload these on the *Backgrounds* menu.

4. Press the green *Select File(s)* or *Select Folder* button
5. Browse out to select your background or folder of backgrounds you wish to upload and press the green *Start Uploading* button.
6. You will get a notification letting you know your files have been uploaded.

To create a *Sub-Album* inside your backgrounds selection, press the green plus sign before uploading. Press the blue *Edit* button to edit the name of the *sub-folder*. Press the red X button to delete.

*You can also upload your backgrounds from your element page.*

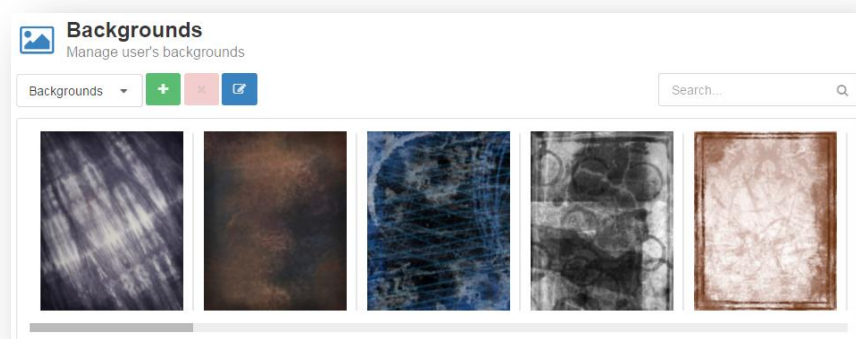
1. From your *Backgrounds* menu on the top left hand side of your screen, select the blue *Add Backgrounds* button
2. Browse out to select your image(s) you wish to upload and press the green *Start Uploading* button.
3. You will get a notification letting you know your files have been uploaded.



### Create A Sub-Album

Album Name

Cancel
OK





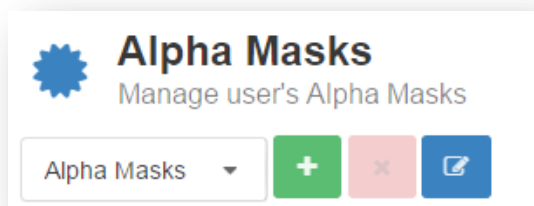
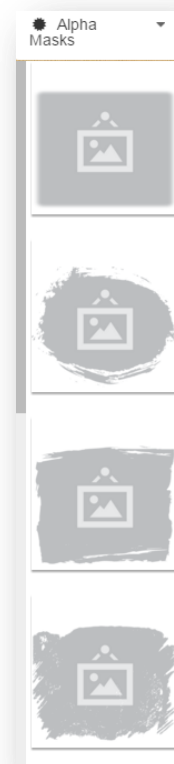
## Add Alpha Masks

If your school would like a specific alpha masks on their composite, you can upload these on the *Alpha Masks* menu.

1. Press the green *Select File(s)* or *Select Folder* button
2. Browse out to select your alpha mask or folder of alpha masks you wish to upload and press the green *Start Uploading* button.
3. You will get a notification letting you know your files have been uploaded.

To create a *Sub-Album* inside your backgrounds selection, press the green plus sign before uploading. Press the blue *Edit* button to edit the name of the *sub-folder*.

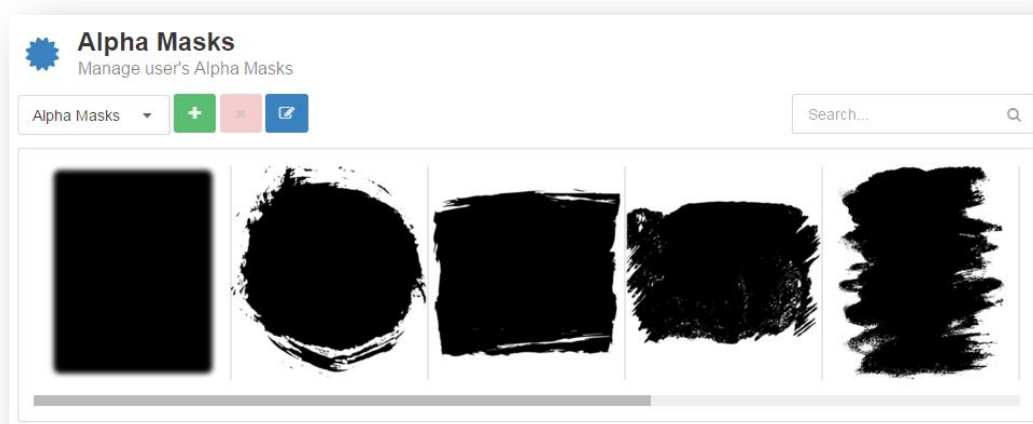
Press the red X button to delete.



### Create A Sub-Album

Album Name

Cancel
OK



## ImageMatch® Export

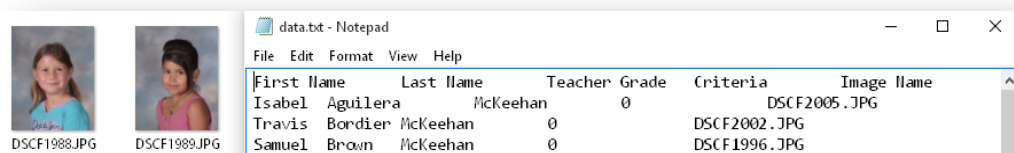
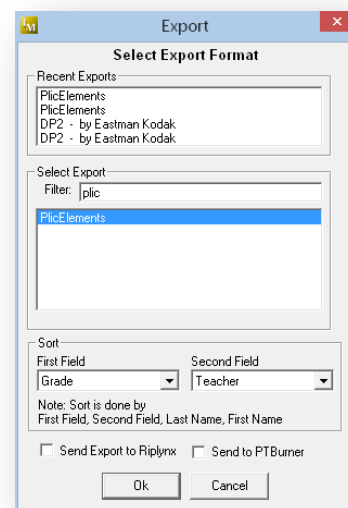
Before creating your composite in PlicElements, you will first need to have a completed job with matched images and data. The easiest way to get this information is to do an export out of ImageMatch®. If you do not have the PlicElements export, contact your PhotoLynx® Tech Support team. You can also do the Records with Packages export.

**Note:** Be sure you have your data sorted the way you want your composite to be sorted.

**For example:** Grade, Teacher, Alpha order.

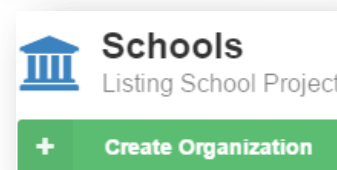
**Note:** If you want to have your staff criteria, be sure to have these numbers listed in the Criteria field before exporting.

**For example:** to have the principal listed first on the page, put a 1 in his Criteria field. To have the teachers listed second, put a 2 in their criteria field.



## Create an Organization

Once you are ready to start making composites in PlicElements, your first step will be to make an organization. Your Organization is typically the studio name or the customer name.



Under the *Schools* menu you will see a green box labeled *Create Organization*. Click this box and enter your *Organization Name*. Select either *Studio* or *Customer* under the *Role* drop down. Typically, this will always be a *Customer*. If you select *Customer*, you then will need to choose the *Parent Studio* to tie this to. If desired, enter the contact information for your organization. When finished click the green *OK* button.

Create Organization

Information

Name

Ramona Elementary School

Role

Customer

Parent Studio

Yvonne Walker

Contact Information

Contact Name

Yvonne Walker

Email

yvonne@photolynx.com

Phone Number

760-787-1177

Cancel

OK

## Create a Project

Once your *Organization* is created, you're now able to create a project within this organization. A good example would be "Jones Elementary School Fall 2015". To do this, click the blue *Create Project* button under your *Schools* menu. You will then select your *Organization* from the drop down and type in the *Project Name*. Press the green *OK* button when finished.

## Upload Subjects

Once your *Project* is created, you will see it listed under your *Schools* menu.

[Subjects](#)

1. Click on the yellow *Upload Subjects* button next to your project to get started.
2. A *Define Fields* box will appear. These are the fields PlicElements will bring in from your data. To add more fields, press the green *Add Fields* button. If everything looks good, press the green *OK* button.
3. An *Upload Subjects* box will appear. Here you will want to press the green *Select Folder* option, and browse out to your export folder from ImageMatch® that contains your images and data.  
**Note:** If your export contains sub-folders, be sure to leave *Also Include include files within sub-folders checked*
4. Ensure the correct data file is listed in the drop down from your selected folder. If your data has a header, slide over the slider on *First row of data file is header row* so that it appears green.
5. Press the green *Continue* button.
6. Make sure the *Image Field* is showing the correct field for your image names and is showing an accurate number of matched photos. If this is incorrect, select the correct field from the drop down
7. Ensure all your data is mapped to the correct fields. If you are using the *Criteria* field to show staff criteria, change this header to *Teacher Priority*
8. Once all your data is mapped properly, press the green *Start Uploading* button to start uploading your images.

Image Field:

Image Name 143 matching photos

First Name	Last Name	Teacher	Grade	Criteria
First Name	Last Name	Teacher	Grade	Teacher Priority
Isabel	Aguilera	McKeehan	0	
Travis	Bordier	McKeehan	0	
Samuel	Brown	McKeehan	0	
Nayeli	Gonzalez	McKeehan	0	
Anthony	Gutierrez	McKeehan	0	
Ezequiel	Gutierrez	McKeehan	0	
Veronica	Himmelrick	McKeehan	0	
Evelyn	Jacobo Patino	McKeehan	0	

Cancel

Start Uploading

## Subject Management

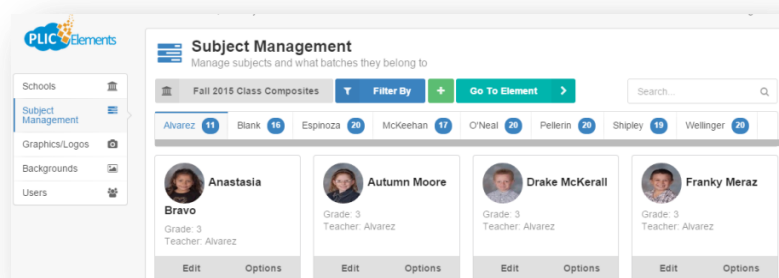
Once you have uploaded images and data to your account, you can ensure our subjects are listed properly on each composite under the *Subject Management* menu. By default, subjects listed under *Subject Management* will be batched by *Teacher*. To change your batch from *Teacher* to *Grade*:

1. If you have more than one school available, ensure you are looking at the correct project by selecting the project name on the gray button
2. Change your batching from *Teacher* to *Grade* by clicking the blue *Filter By* button and select *Grade*. You will get a warning saying you are going to recreate your batches. Press the green *OK* button
3. You will now see a preview of all your subjects with the headers by *Grade* rather than *Teacher*. To change this back, simply select *Teacher* from the filter again. You also have the ability to filter by *Grade Then by Teacher*, *Project*, *Project Then By Grade* and *Project Then By Teacher*.

**Note:** Keep in mind this will destroy any pages you have previously worked on and recreate them

4. To move subjects from one batch to another, simply drag their image to the corresponding batch title. You will get a pop up asking if you want to *Copy* or *Move* your subject. Choose the option that best suits you

**Note:** To move a group of subjects at one time, simply hold down the *CTRL* key and select each student you wish to move before dragging



### Confirm Recreating Batches

You are about to destroy all existing batches, and to recreate them based off of the existing subject's Grade. Do you want to continue?

Cancel

OK

### Copy or Move?

Would you like to move or copy Nichole to Alvarez?

Move

Copy

## Subject Management Options

You have the ability to edit your subjects from the *Subject Management Screen*. Your options are:

1. **Edit** – Press this option to change any *Name* spellings. You can also select a different *Grade* and *Teacher* field from the corresponding drop down menus. Any changes made will be highlighted in blue. Press *Save* to save your changes or *Cancel* to exit without saving
2. **Options** – Press this option to specify *Staff* members, the *Staff Priority* (which number they are listed on the page), whether to *Include on Individualized Elements* and whether you want this subject to *Display In All* batches. You can also include whether to include a prefix to their name, such as Ms., Ms. Etc. or a *Title*. Press *OK* to save your changes or *Cancel* to exit without saving  
**Note:** *One a subject has been listed as Staff, a red star icon will appear in the top right hand area of their record*  
**Note:** *If you specified your Teacher Priority field when uploading your images and data, you will see your staff already marked with the red star. If you have specified a staff member to display in all batches, you will see your staff member marked with a black star*
3. **Edit Batch Names** – To change the name of your batch, or to delete an entire batch hover over the batch name and select either *Rename* or *Delete*. To *Rename* type in the new name of the batch and press *OK* to save. Press *Cancel* to exit without saving. *Delete* will completely remove this batch from the job

A form for editing a subject. It includes fields for First Name (Nich), Last Name (Alva), Grade (Staff), and Teacher (Alvarez). There are 'Cancel' and 'Save' buttons at the bottom. A red star icon is in the top right corner.

The main Subject Management screen. It shows a list of subjects: Alvarez, Blank, Espinoza, McKeenan, O'Neal, Pellerin, Shipley, and Wellinger. Below the list are four subject cards: Anastasia Bravo, Autumn Moore, Drake McKerral, and Franky Meraz. Each card shows the subject's name, grade, and teacher, with 'Edit' and 'Options' buttons.

The Subject Options form. It has sections for Staff Options and General Options. Staff Options include a toggle for 'Staff', a 'Staff Priority' field (set to 1), and checkboxes for 'Include On Individualized Elements' and 'Display In All'. General Options include a 'Staff Prefix' field (set to 'Mr, Mrs, etc...') and a 'Title' field (set to 'Principle, Advisor, Trumpet player, etc...'). There are 'Cancel' and 'OK' buttons at the bottom.

## Adding New Batches/Subjects

You can manually add new subjects and batches in PlicElements if this information was not included in the previous upload by your lab.

### Adding New Batches

1. Click the green plus sign in your *Subject Management* toolbar
2. Type in your *Batch Name*
3. Press *OK* to save and close or press *Cancel* to close without saving



Create Batch

Name

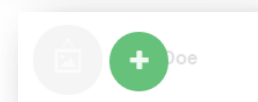
Batch Name

Cancel

OK

### Adding New Subjects

1. Click the green plus sign at the bottom of your selected batch to start adding a new subject
2. Press the teal *Portrait* button to upload an image of the subject
3. Enter the subject's data in its entirety in the correct fields
4. Press the green *Add* button to save and close, or press the red *Cancel* button to close without saving



First Name

Last Name

Grade

Teacher

Cancel

Add

**Note:** The *Grade* and *Teacher* will auto populate for the batch you are in

### Searching Subjects

To search all your batches for a specific subject, type the subject's name in the search bar at the top right corner of your screen. Your results will show everyone listed with that name, and the name of which batch they are listed under. From here you can *Edit* their data or change their *Options*.

Subject Management

Manage subjects and what batches they belong to

Yearbook Test

Grade

Go To School

smith

Alvarez

Staff

Espinoza

McKeehan

O'Neal

Pellerin

Shipley

Wellinger

Alvarez

Jane Smith

Grade: 3

Teacher: alvarez

Edit

Options

McKeehan

Alaijah Smith

Grade: K

Teacher: McKeehan

Edit

Options

Scroll To Top

## Access Your Composites

Once you have your subjects all properly set up, you are now ready to access and design your composite. You can access your composite two different ways:

1. **From the Subject Management Menu** – To access your composite from the *Subject Management* screen, click the teal *Go To School* button
2. **From the Schools Menu** – To access your composite from the *Schools* menu, click the green *Elements* button

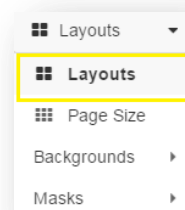



## Design Your Composite

Once you access your composite, you are now ready to start designing your composite. You will see the order of your composites by the tabs listed above, named by either *Teacher* or *Grade*.

### Layouts

To select the type of layout to use on your composites, select the one you wish to choose from the *Layouts* menu in the top left hand corner of your screen. Your layout options are:



1. **Basic Composite** – This option will list your subjects in the order they are listed on your *Subject Management* screen, with their names displayed under their image
2. **Individualized Composite** – This option will allow for the personalization of composites of each subject in a class. Each subject is rotated into position on the page you have specified at a larger size to highlight their image. The remaining subjects will be listed in order they are listed on your *Subject Management* screen, with their names displayed under their image. To preview each child's composite, press the blue *Next Subject* button on the bottom right of your screen to show the next subject's image as individualized

**Note:** In order for your staff to be included as one of the larger images on individualized composites, you must select the *Include on Individualized Elements* option on their *Subject Options* screen in the *Subject Management* menu

3. **Centered Composite** – This option will allow for the personalization of composites of each subject in a class. Each subject is rotated into the center of the page at a larger size to highlight their image. The remaining subjects will be listed in order they are listed on your *Subject Management* screen, with their names displayed under their image. To preview each child's composite, press the blue *Next Subject* button on the bottom right of your screen to show the next subject's image as individualized

**Note:** In order for your staff to be included as one of the larger images on centered composites, you must select the *Include on Individualized Elements* option on their *Subject Options* screen in the *Subject Management* menu

4. **No Name Composite** – This option will list your subjects in the order they are listed on your *Subject Management* screen, without any names being displayed under their image

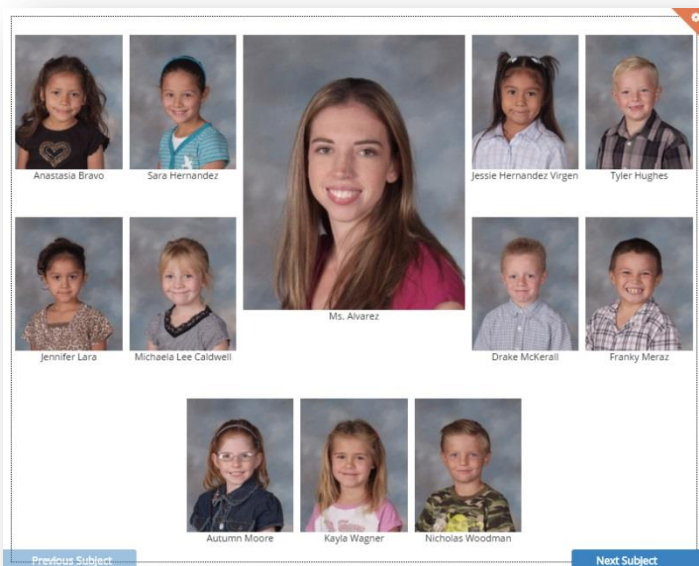


## Layout Examples



### Basic Composite

### Individualized Composite



### Centered Composite

### No Name Composite



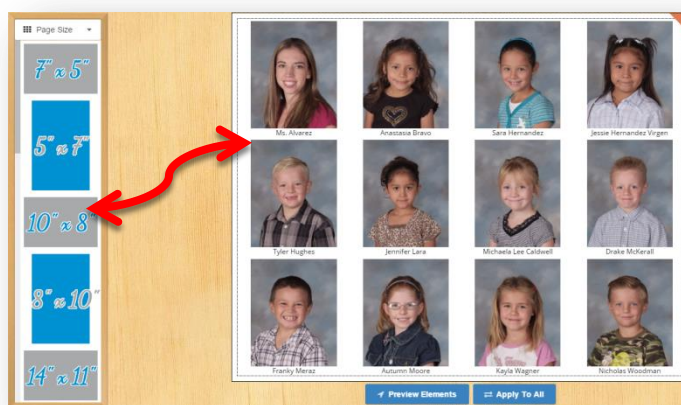
## Page Size

To select the size of your composite page, select the one you wish to choose from the *Page Size* menu in the top left hand corner of your screen. Your size options are:

7x5	5x7
10x8	8x10
14x11	11x14
20x16	16x20
24x20	20x24
30x24	24x30
40x30	30x40
Custom	

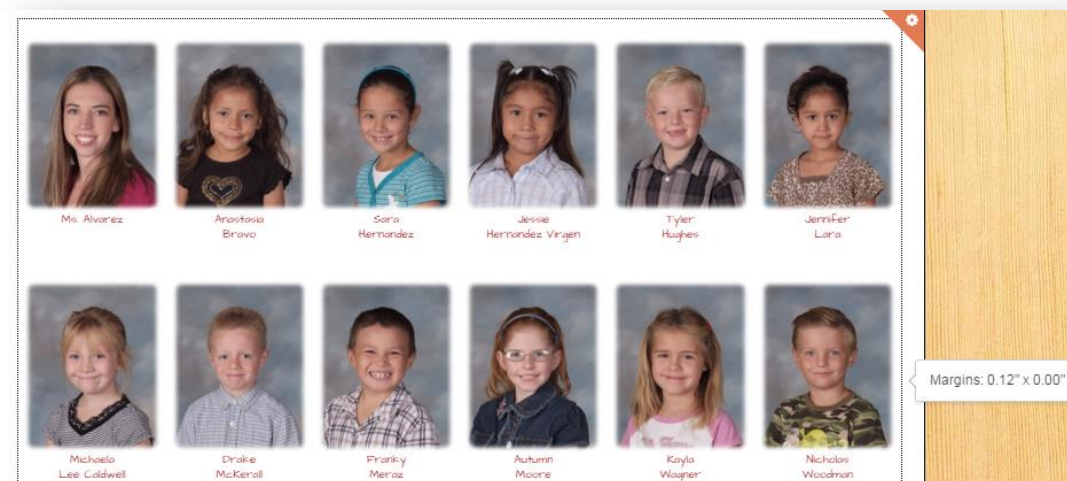
Keep in mind that if you use a *Custom* size it must be a minimum of 4 inches, and it cannot exceed 72 inches.

Once you have selected your page size, simply drag and drop your option onto your working page to change your page size.



## Margins

You have the ability to adjust the margins around your page. Click on the small dotted line surrounding your page and slide it to adjust the margins. You can adjust the sides, as well as the top and the bottom of your page.



## Backgrounds

Before you can add backgrounds to your composite, you must first upload backgrounds to your user account. See [Add Backgrounds](#) for instructions on doing this. Once all of your backgrounds are uploaded, you will see them listed under the *Backgrounds* menu on the top left hand side of your *Elements* screen. Simply locate the background you wish to use and drag it onto your working page.



## Masks

PlicElements will come pre-loaded with basic alpha masks you can use for your composite. To choose one of these, select *Masks* in the top left hand corner drop down, and then select the *Basic Masks* sub group.

To use your own alpha mask design, you must first upload your alpha masks to your user account. See [Add Alpha Masks](#) for instruction on doing this. To choose one of these masks, select *Masks* in the top left hand corner drop down, and then select the *Alpha Masks* sub group.

Once the appropriate sub group is selected, simply locate the mask you wish to use and then drag it onto your working page.



## Graphics

PlicElements will come pre-loaded with basic clip art graphics you can use for your composite. To choose one of these, select *Graphics* in the top right hand corner drop down, and then select the *Graphics* sub group.

To use your own graphics, you must first upload your graphics to your user account. See [Add Graphics](#) for instruction on doing this. To choose one of these graphics, select *Graphics* in the top right hand corner drop down, and then select the album name of the graphics you wish to select from.

You can also search through graphics by simply typing in a keyword in the search box listed directly under the *Graphics* drop down, and selecting which album to search in. Once the appropriate album is selected, simply locate the graphic you wish to use and then drag it onto your working page.



## Lining Up Graphics

PlicElements is set up with tools to help properly align your graphics on your page. Select a second graphic to place on your page to automatically see the red alignment lines.





## Graphic Options

You have several different options to customize your graphics on PlicElements. Listed below are the different steps you can take.

### Resizing Graphics

To resize your graphic, hover over the bottom right hand corner of your graphic until your cursor depicts two arrows. Simply drag out to make your graphic larger, or drag inwards to make your graphic smaller.



### Cropping Graphics

To crop your graphic, hover over you graphic and click the yellow crop icon. Here you will have the option to zoom your graphic in or out, to give the cropping effect. Once finished, press the green check mark to save your changes.



### Rotate Graphics

To rotate your graphic, hover over your graphic and hold down on the green *Rotate* button. Move your mouse in the direction you wish to rotate. Once finished, let go of your mouse button.



### Layering Graphics

To layer graphics on top of each other, hover over your graphic and press the corresponding blue arrow to move your graphic to the *Front* or to the *Back* of the other graphic.



### Remove Graphic

To *Delete* a graphic off of your composite, hover over the graphic and press the red X icon



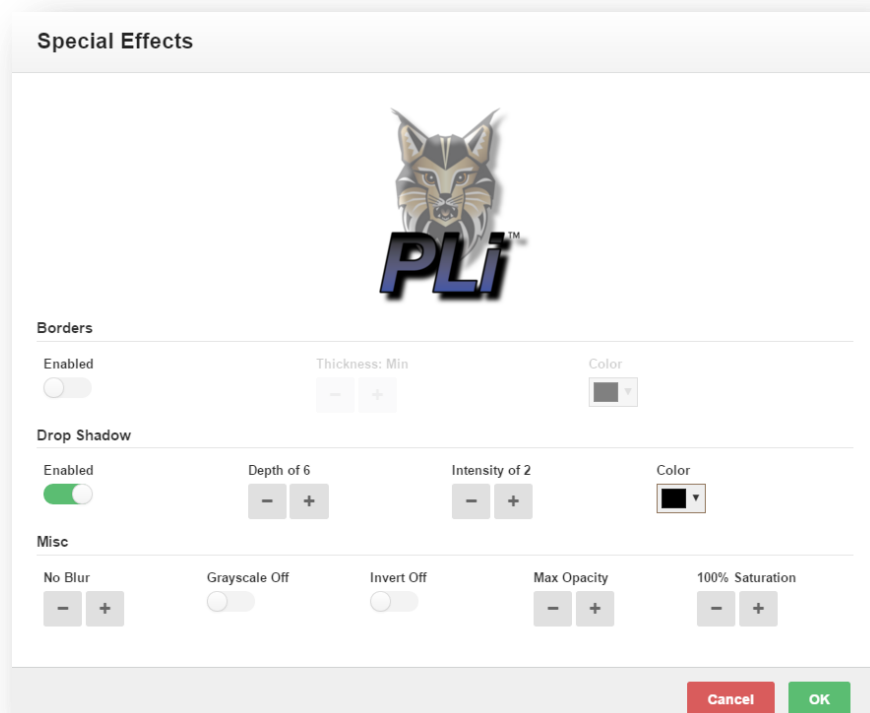
## Adding Special Effects to your Graphic

To open a screen showing different special effects options, hover over your graphic and click the green *Special Effects* button. The different special effects options are:

- **Borders** - to add a border around your graphic, slide the slider under *Borders* until you see it as green under *Enabled*. Select your thickness and color of your border
- **Drop Shadow** – to add a drop shadow behind your graphic, slide the slider under *Drop Shadow* until you see it as green under *Enabled*. Select the depth, intensity and color of your drop shadow.
- **Blur** – press the plus or minus sign to adjust blurriness of your graphic
- **Grayscale** – to turn your graphic to grayscale, slide the slider under *Grayscale Off* until it is green and specifying as *Grayscale On*
- **Invert** – to invert your graphic, slide the slider under *Invert Off* until it is green and specifying as *Invert On*
- **Opacity** – to make your graphic less opaque, press the minus sign under *Max Opacity* until you reach the percentage of opacity you desire
- **Saturation** – to change your *Saturation* of your graphic, press the corresponding minus and/or plus sign under *100% Saturation* until you reach the percentage of saturation you desire

Once you have your *Special Effects* set to your desire, press the green *OK* button to save your settings on the selected graphic.

**Note:** These selections are per graphic. To apply these settings to other graphics you will need to apply them individually



## Text Objects

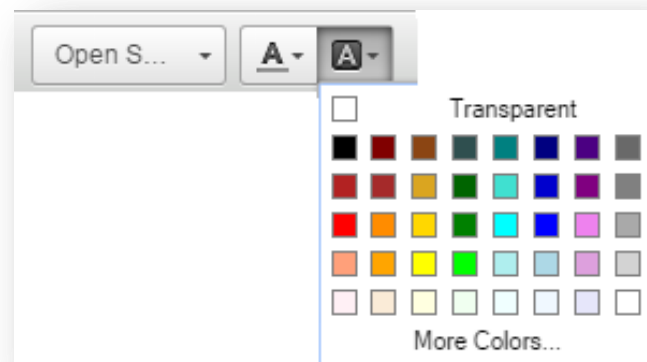
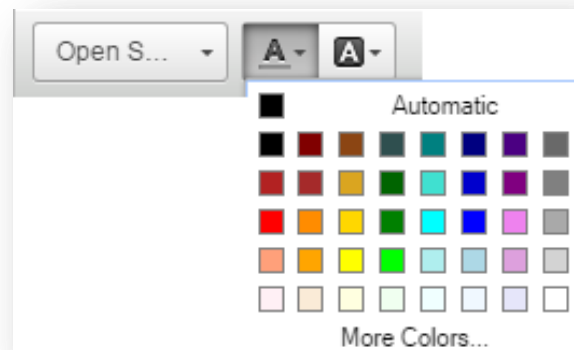
PlicElements offers several different options when adding text objects and editing name fields on your composites.

### Editing Names

You have three different options for editing the names on your composite. These three options are:



1. **Font** – PlicElements comes preloaded with many different fonts you can choose from. To change the font, click on a subject's name to open the font options window and select your desired font from the dropdown. Once selected, all names on the composite will change to your selected font
2. **Font Color** – To change the color of your font, click on a subject's name to open the font options window and select the color from the corresponding dropdown. Once selected, all names on the composite will change to the selected color
3. **Background Color** – To change the background color of your font, click on a subject's name to open the font options window and select the highlight color from the corresponding dropdown. Once selected, all names on the composite will reflect the selected background color



## Adding Text Objects

To add additional text objects, such as title bars, simply double click on an area in your composite. You will see a box appear with the words "Type here". Replace the words "Type Here" with any verbiage you wish to have shown on your composite. It can be one line, or multiple lines. See the steps below on steps to further edit your text object.

### Font Options

To change your font type, size, and color highlight the portion of text you wish to change to open up the font dialog box. From here you can select your font style, type, color, size and line height.



### Dynamic Text

To dynamically change text to change depending on which composite you are on, type the field name surrounded by percent signs. For example, to have the teacher name dynamically change, type %Teacher%



### Rotate Text Object

To rotate your text object, hover over your text box and hold down on the green *Rotate* button. Move your mouse in the direction you wish to rotate. Once finished, let go of your mouse button.



### Layering Text Object

To layer text objects on top of each other, hover over your text box and press the corresponding blue arrow to move your text to the *Front* or to the *Back* of the other text.



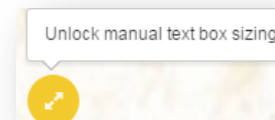
### Remove Text Object

To *Delete* a text object off of your composite, hover over the graphic and press the red X icon



### Text Box Sizing

By default, PlicElements will size your font box to automatically fit around your entire text area. To manually make this selection, press the *Manual Text Box Sizing* to unlock. Simply stretch out the font box to your desired size. To revert back to auto text sizing, simply press this button again.



## Lining Up Text Objects

PlicElements is set up with tools to help properly align your text objects on your page. Move your text object around on your page to automatically see the red alignment lines.



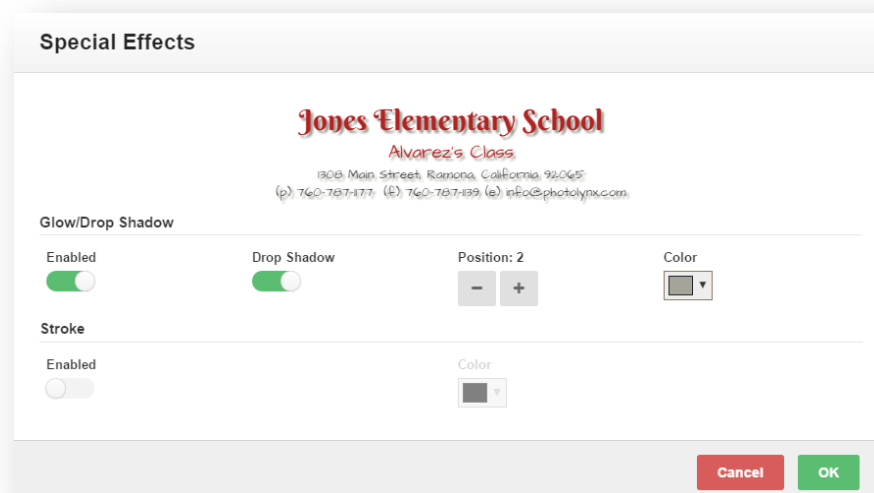
## Adding Special Effects to your Text

To open a screen showing different special effects options, hover over your text object and click the green *Special Effects* button. The different special effects options are:

- **Glow/Drop Shadow** – to add a glow or drop shadow behind your text, slide the slider under *Glow/Drop Shadow* until you see it as green under *Enabled*. To have this as a *Glow* feature, rather than *Drop Shadow*, slide the slider off underneath *Drop Shadow* until it specifies *Glow*. To have this as a *Drop Shadow*, do not move this slider. Select the position and color of either your *Glow* or *Drop Shadow*.
- **Stroke** – To add a *Stroke* around your text, slide the slider under *Stroke* until you see it as green under *Enabled*. Select which color you want your stroke to be

Once you have your *Special Effects* set to your desire, press the green *OK* button to save your settings on the selected text object.

**Note:** These selections are per text object. It is not going to be per line in a text object. To apply these settings to other text you will need to apply them individually.



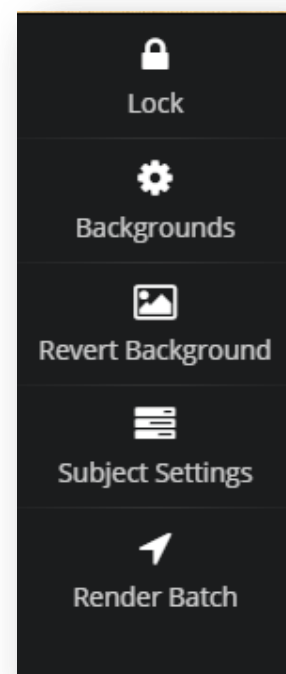


## Options

You have additional page options you can use on your composite as well. To access these different options, click on the orange gear icon in the top right hand corner of your page.

Your different options are:

- **Lock** – Use this option to lock your page. This will prevent any additional changes being made on your page without going back to your options and selecting to *Unlock*
- **Backgrounds** – This option will open a *Backgrounds Settings* screen. Your options on this screen include:
  - **Opacity** – To reduce your *Opacity*, press the minus sign. You can adjust by pressing the plus sign until you resume to *Max*
  - **Flip Horizontally** – To flip your background horizontally, slide the corresponding slider until it is green
  - **Flip Vertically** – To flip your background vertically, slide the corresponding slider until it is green
- **Revert Background** – This option will remove your background
- **Subject Settings** – Use this option to customize how your names are displayed on your composite. Your options are:
  - **First Line** – By default the first and last name will be on the First Line. To change to first name only, be sure %first name% is written here
  - **Second Line** – By default the *Second Line* will be blank. To change to last name, be sure that %last name% is written here
  - **Staff Prefix Display** – By default the *Staff Prefix Display* will show the prefix and last name of staff members. To include the first name in this, be sure that %prefix% %first name% %last name% is written here
  - **Other Settings** – To rename your grade field from a numerical value to a text value, when using dynamic text in your composite, slide this slider until it is green
- **Subject Effects** – Use this option to add different settings to subject photos. Your options are:
  - **Borders** – to add a border, or frame, around each image turn the slider for *Borders* on until it is highlighted green. Choose your thickness and color of your border
  - **Drop Shadow** – to add a drop shadow behind each subject photo, turn the slider for *Drop Shadow* on until it is highlighted green. Select your depth, intensity and color.
- **Render Batch** – To render a specific composite individually, or to select a specific subject to render on individualized composites, press the *Render Batch* button. If using individualized composites, check which subjects you wish to render and press the green *Render Batch* button.



## Apply to All

Once you have your composite page set up the way you wish to view it, you can press *Apply To All* to apply these settings to all of your batches. Otherwise, you can customize each batch individually.

⇒ Apply To All

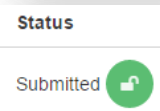
Once applied, be sure to preview each batch individually to make any necessary small touches before rendering.

## Rendering Your Element

Before rendering, you can preview your composites by pressing the blue *Preview Elements* button. To preview a larger view of your elements, press the green *Preview Elements* button. If everything looks good, you can then press the orange *Finalize and Submit* button to prepare your composites for download.

↗ Preview Elements

You will receive a notification letting you know that your elements have been submitted for rendering. Once they are ready to download, you will receive an email.



Once submitted for rendering, you will see your status on your *Schools* menu change from *In Work* to *Submitted*. Your elements will also be locked and no more edits can be made. To unlock, press the green lock button.

After the rendering is complete, you can download your composites by clicking the green download arrow next to your project name on the *Schools* menu.

Elements



You will get another preview of your composites. Hit the green download button again to download a zipped folder of your prepared composites to print in house.

Production Elements



Elements



Cancel

Preview Elements

Finalize and Submit